

**HSCC (India) Ltd
E-6(A), Sector-1
Noida (U.P)-201301**

HSCC/HRM/NIT/13

11.02.2013

Notice Inviting Tender for Air Conditioners

Sealed tenders are invited from agencies in or around Noida for upkeep & maintenance of the air conditioners. The last date on submission of tenders is 19/02/2013 14:30 p.m. For forms and other details please visit our website www.hsccltd.com. Prospective bidders are advised to scan through HSCC website as corrigendum/amendments etc., if any, will be notified on the company's website and separate advertisement will not be made for this.

DGM (HRM)

JOB DESCRIPTION AND TERMS & CONDITIONS

- 1 To provide upkeep services for air conditioners installed (Approx. 55 nos.) at the HSCC office located at, Noida.
- 2 The agency shall be responsible for gas filling, repairs and making the air conditioner functional.
- 3 The agency, if required, may also be asked to install or shift air conditioner from one place to other.
- 4 The agency shall be available for providing services as and when required.
- 5 Bills will be submitted after providing the required services.
- 6 Payment will be released through cheque within 15 days from the date of submission of bills.
- 7 Taxes as applicable will be deducted.
- 8 Rates quoted must be competitive without compromising the quality of services. The rates once quoted, shall not change during the contract period.
- 9 Rates must be quoted in the format for rates in figures & words. In case of ambiguity, rates quoted in words will prevail.
- 10 The agency is required to attend the complaints immediately without any delay and is required to send competent persons to attend the problems & rectify.
- 11 The agency shall not remove or replace any part/s without prior permission of the concerned/authorized officer of HSCC.
- 12 The rates quoted must be inclusive of all taxes, charges, etc.
- 13 The contract will initially be for a period of one year and can be extended further on mutual consent.
- 14 Lowest bidder (L1) will be determined on the basis of rates quoted in all inclusive column against each item independently.
- 15 In case of dispute arising out of this contract, provisions of Arbitration & Conciliation of India Act, 1996 will apply.

Format for Quotation

SN	Description Air Conditioners	Charges in `		
		Servicing	Gas Filling	Total
1	Window Type 1.5 ton			
2	Window Type 2 ton			
3	Split 1.5 ton			
4	Split 2 ton			

The terms and conditions mentioned as is acceptable to us.

Signature of the bidder (Owner/Authorized Person) :

Name of the bidder (Owner/Authorized Person) :

Contact No of the bidder (Owner/Authorized Person) :

Complete Address of the bidder (Owner/Authorized Person) :

e-mail :

Date :